



TIPS FOR COMPLETING YOUR WORK SEARCH REQUIREMENTS

To remain eligible to be paid unemployment benefits, you must actively seek work. But what is a valid work-search activity?

You are required to complete work-search activities that are meant to help you return to work. The list below includes examples of valid work-search activities for claimants receiving UI, PUA or PEUC benefits:

- Applying for a job with your previous employers or with companies who have openings in your field of work;
- Making contacts or in-person visits to employers that have job openings;
- Responding to “wanted ads” in your field of work;
- Going on interviews with employers (virtually or in-person);
- Registering and actively searching for jobs on jobs websites, or with a union hiring or career placement facility;
- Registering with a professional organization, job placement facility, private employment agency, employer’s placement facility, or a temporary work agency;
- Applying for or taking an exam for an opening in government civil service;
- Creating a reemployment plan or a resume;
- Utilizing online career tools or reemployment services at an ARIZONA@WORK location, or completing similar online or self-service activities;
- Following through on job referrals or job development attempts, as directed by state workforce or UI staff;
- Applying for and/or participating in employment and training services provided by partner programs at an ARIZONA@WORK location;
- Creating a personal user profile on a professional networking site;
- Participating in work-related networking events including job fairs and industry association events

In addition to the above, **if you’re a PUA claimant who was self-employed** prior to your unemployment that was a direct result of COVID-19, you can complete the following activities:

- Report documented efforts to expand your business beyond the services typically performed;
- Report documented efforts to market your business to new and available customers;
- Access small business services with the Arizona Commerce Authority.

To ensure the activities you complete can be verified by DES, you should keep a log of verifiable information about each activity in case DES needs additional information, such as:

- Employer contact information (business name, address, phone number, email address)
- Name and title of person contacted (Contact people with hiring authority)
- Documentation of online career tool
- Confirmation of an online job board submission and copies of email or website confirmations
- Networking event name, date, and location
- Specifics of job-related activity
- The action you took, type of work you were looking for
- How you applied for the position

Work search can and should include a mixture of activities, including contacting employers and interviewing for jobs. The more activities you complete, the sooner you will return to work.



To learn more about Arizona's Work Search Requirements, please visit des.az.gov/work-search.

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